

# BGCI Vacancy Announcement

<b>Title of post:</b>	Head of Finance
<b>Job Purpose:</b>	Control of finance function
<b>Reports to:</b>	Secretary General
<b>Contract Type:</b>	Job-share, Part-time (3 days a week; potential to go full-time)
<b>Duration:</b>	Permanent
<b>Location:</b>	BGCI Offices, Kew, London*; Hybrid (working 1 day per week in office)
<b>Remuneration and Grade:</b>	£50-52000 FTE (Actual: £30-31200) Grade S2. Salary dependent on level of skills, experience and necessary qualifications

## Position Summary

The Head of Finance is responsible for all finance functions across the BGCI Group, including financial and management reporting, company secretarial, tax, financial risk and controls, project reporting, audit liaison, banking and compliance, as well as the management of a small Finance team located in the UK and Kenya.

## About BGCI

Botanic Gardens Conservation International (BGCI) is a membership organisation and a global network for plant conservation located in Kew, London with regional bureaux in China, Kenya and the USA. Our membership comprises over 800 botanical institutions working in plant conservation - botanic gardens, arboreta, NGOs, restoration organisations, government, and universities - in over 120 countries all around the world. We work with this extensive network of members, and the wider conservation community, to use our collective knowledge and hands on expertise to reverse the threat of extinction facing plants and to secure plant diversity for the well-being of people and the planet.

BGCI coordinates efforts to enhance regional networking and scale up technical networks by facilitating, coordinating, and supporting the consolidation and functioning of botanic garden networks.

\*Please note that our temporary offices in 2026 are in Putney, London

## Detailed Position Description

This is a hands-on role in which the holder should be prepared both to manage junior team members, but also to perform detailed booking, reconciliation, report preparation, accounting and analysis, as required. Coverage includes:

- Financial reporting for 1 UK charity and 3 trading companies, in the UK and Kenya
- Quarterly management reporting for the board
- Regulatory reporting to the Charities Commission
- Tax reporting, including VAT where relevant
- Project reporting in support of financial claims to funders
- Payroll management
- Company secretarial duties
- Expense control, using the Expend system
- Cash management, to maximise income and minimise FX risk
- Analytical review
- Financial risk and controls, including audit
- Process enhancements to reduce risk and enhance efficiency
- Staff management of a small finance team located in the UK and Kenya

## Person Specification

BGCI is seeking to appoint a person interested in a job-share but with the potential to go to full-time if desired. Candidates for this post will have a proven track record working for a conservation or scientific organisation, preferably in plant conservation. The post holder will demonstrate sensitivity to complex, multicultural and multinational institutions and structures.

### Education and/or Experience

#### Essential

- Fully-qualified accountant (ACA/ACCA)
- At least 5 years relevant experience in a similar role

### Skills and competencies

#### Essential

- Excellent accounting skills, including consolidation
- Attention to detail
- Excellent staff training, guidance, mentorship, leadership
- Excellent verbal and written communication skills at senior management and board level
- Excellent Sage and Excel skills

- Full engagement and commitment to the aims of the organisation
- Team-player with a can-do attitude

#### Desirable

- Tax, including VAT, knowledge
- Payroll experience
- FX competence

## Application Process

If you are interested in this role, please send us your CV and a cover letter (two pages maximum) explaining your motivation for the role and providing examples and evidence of how you are suitable for the position.

Please note that the role is UK based so you must be eligible to work in the UK. We are unable to provide sponsorship for this role. **Please confirm in your cover letter that you are eligible to work in the UK.**

Please send your CV and cover letter to [info@bgci.org](mailto:info@bgci.org)

Closing date for applications is **31 March 2026**. The interviews will be conducted online (*or in person*) **14 April 2026**

We also ask all applicants to complete a short Equality and Diversity Monitoring Form - please click on this link [BGCI Equality and Diversity Monitoring Form – Fill in form](#)

*BGCI is committed to putting equality, diversity and inclusion at the heart of our organisation. We are committed to ensuring a working environment in which all individuals are free from discrimination and in which opportunities are equal to all. We encourage applications from all sections of the community, particularly those underrepresented within our sector.*